

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: January 7, 2005

PAYROLL LETTER # 05-001

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **2004 FORM W-2 WAGE AND TAX STATEMENT**

This is to inform you the State Controller's Office will have printed/mailed your employee's 2004 Form W-2 Wage and Tax Statement no later than January 14th and to provide information regarding the mailing process.

LISTINGS-CIVIL SERVICE

Listings will no longer be produced as hard copy. To assist agencies in responding to questions from employees who were mailed Forms W-2, access ViewDirect Report ID: PDC9820, Report Name "2004 W-2 To Be Mailed". Refer to the ViewDirect Manual for access procedures.

The following information will be provided in agency code order:

- Social Security Number
- Employee name
- Employee mailing address

This information should be available on ViewDirect no later than January 7, 2005.

CAMPUS INFORMATION RETRIEVAL SYSTEM (CIRS) PROGRAM PDC0101-CSU

Campuses should access CIRS (compendium report code number D92, cycle date 04-12) to assist in responding to questions from employees who were mailed Forms W-2. This report contains the same information as outlined above, and will be available no later than January 7, 2005.

UNDELIVERABLE FORMS W-2

The outside of the W-2 mailer was printed with the employee's name and mailing address. The return address was printed with the agency/campus return address and the agency/unit codes. This will serve to expedite the return of undeliverable Form W-2 by the U.S. Postal Service to the appropriate agency/campus and to assure timely delivery of Forms W-2 to employees.

In an effort to clear up invalid address records, it is suggested when distributing undeliverable Forms W-2 to your employees, an Employee Action Request (Form Std. 686) or CSU Student Payroll Action Request (Form Std. 457) be attached with a request that the employee complete the Form to update the invalid address.

BILLING

Invoices will be sent to your office during April. As a reminder, the cost of this service is \$0.53 per Form W-2, which defrays postage/processing costs.

If you have any questions regarding this information, please contact Liz Corrales at (916) 322-8125 or via e-mail at lcorrales@sco.ca.gov. If you have questions related to W-2 reporting information or corrected Forms W-2, please contact the W-2 Unit Telephone Liaison at (916) 322-8100. For information regarding duplicate or replacement Forms W-2 please refer to our website at www.sco.ca.gov or contact the W-2 Unit at (916) 322-8052.

JRH:LC:SACS